

High School to College Articulation Map

Area of Study: Business Education

Pathway: Business Administrative Support

National Career Cluster: Business Management & Administration

Region: Mountainland District(s): Alpine, Provo, Nebo, Wasatch, No. Summit, So. Summit, Park City School : REGIONAL AGREEMENT Contact person: Lisa Birch Ph.#: 801-492-2900 e-mail: lisa.birch@mountainlandatc.org Date: 10/04/06	College / Institution: Utah Valley State College Articulation Agreement in place? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name of Degree or Certificate: AAS in Administrative Information Support (64.5 Credits Required)
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High School				College		
Course #	High School Suggested Courses	H.S. Credit	College Credits	Course #	College General Education Requirements	Credits
ENGL	ENGLISH			ENGL	ENGLISH	3
				MGMT2200	Business Communications	
MATH	MATHEMATICS		3	MATH	MATHEMATICS	3
MATH1010	College Algebra * **	1		MATH1010	Intermediate Algebra	
MATH1050	Pre-Calculus *	1		MATH1050	College Algebra	
52.0311	Personal Finance/Business Math *	.5		ACC1150	Fundamentals of Business Math	
	HUMANTIES/FINE ARTS/FOREIGN LANGUAGE		3		HUMANITIES/FINE ARTS/FOREIGN LANGUAGE	3
ENGL1010	College Writing * **	1		ENGL1010	Introduction to Writing	
	SOCIAL/BEHAVIORAL SCIENCE		3		SOCIAL/BEHAVIORAL SCIENCE	3
					Complete one course from the following:	
MGMT2020	Macroeconomics **	.5		MGMT2020	Macroeconomics	
				MGMT3000	Organizational Behavior	
PSY1010	AP Psychology * Gen. Psych. **	1		PSY1010	General Psychology	

	BIOLOGY/PHYSICAL SCIENCE		3		BIOLOGY/PHYSICAL SCIENCE	3
	Complete one course from the following:				Complete one course from the following:	
BIOL1010	AP Biology * Gen. Biology **	1		BIOL1010	General Biology	
GEO1010	Geology * Intro. To Geology **	1		GEO1010	Introduction to Geology	
PHYS1010	Physics Honors/Engr. I *	1		PHYS1010	Elementary Physics	
PHYS1040	Astronomy *	1		PHYS1040	Elementary Astronomy	
				→	Any other approved Biology/Physical Science distribution course	
	PHYSICAL ED./HEALTH/SAFETY OR ENVIRONMENT		1		PHYSICAL ED./HEALTH/SAFETY OR ENVIRONMENT	1
HLTH1100	Personal Health & Wellness **	1		HLTH1100	Personal Health & Wellness (recommended)	
				→	Any other approved Physical Ed./Heath/Safety or Environment distribution course	
H.S.Total (General Ed.)And Other Available Credits			13	College Total Credits		16

Course CIP #	High School Career Pathway Courses (min. 3 Required)	H.S. Credit	College Credits	Course #	College Major Course Requirements	Credits
	Students may select individual courses for exploration or complete pathway for an in-depth focus.					
Course#	Introductory Course: (preferred)	Credit				
52.0511	Business Communications I	.50				
52.0521	Business Communications II	.50				
52.0311	Business Math (see above in General Education) *	.50				
52.0417	Computer Technology *	.50				
52.0461	Word Processing Basics/Keyboarding	.50				
Course#	Foundation Courses: (1 credits required)	Credit				
52.0451	Administrative Procedures	.5				
52.0471	Word Processing	.5				
Course #	Elective Courses: (2 credits required)	Credit				
52.0312	Accounting I	.5	.5	AIM1080	10-Key Data Entry	.5
52.0441	Business Law	.5				
52.0211	Business Management	.5				
52.0254	Business Web Page Design	.5	3	INFO2450 or AIM2450	Web Application Design or Web Application Design	3
52.0447	Desktop Publishing I	.5				
52.0457	Desktop Publishing II	.5				
08.0708	Marketing	.5				
32.0199	Student Internship (Critical Workplace Skills)	.25				
				AIM1060	Introduction to Computer Security and Programming	3
				AIM224R	Exploring Digital Communication Tools	2
				AIM2300	Records and Information Management	3
				AIM2350	Intermediate Word Processing	3
				AIM2360	Business Spreadsheet Applications	3
				AIM2370	Business Database Applications	3
				AIM2380	Integrated Software Projects	3
				AIM3270	Business Presentation Applications	3
				AIM3350	Business Desktop Publishing Applications	3
				MGMT2250 or MGMT3890	Job Application and Advancement Skills or Career Preparation	1

	Additional Articulated Classes Below:					
52.0332	Accounting III *	.50	3	ACC2010 or ACC1750	Financial Accounting	3
52.0342	Accounting IV *	.50			Applied Accounting	
Or						
52.0312	Accounting I *	.50				
52.0322	Accounting II *	.50				
				→	Elective Requirements (choose a minimum of 15 credits from the following)	15
				AIM296R	Seminar (1.0)	
				AIM3370	Business Web Graphics Applications (3.0)	
				AIM281R	Cooperative Work Experience (2.0)	
				LEGL3000	Business Law (3.0)	
				MGMT2390	Effective Business Presentations (3.0)	
				MGMT3000	Organizational Behavior (3.0) (if not counted as Social Science Credit)	
				MGMT3430	Human Resource Management (3.0)	
				→	Other pre-approved electives;; see advisor for details	
Total Pathway Credits			6.5	Total Major Course Credits Required		48.5
TOTAL Potential(college) Credits Earned in High School			19.5	TOTAL Credits Required for Major		64.5

Note: This is a regional agreement. Some classes and some concurrent enrollment agreements may not be available in your particular high school. See your individual school for specific program offering. Also, District CIP codes may differ, contact your district for specific CTE class offerings.

Note: *= concurrent **= distant